

DIRECTORY LISTING COORDINATOR (DLC)
DESIGNATION FORM – INSTRUCTIONS

PURPOSE:

Use the Directory Listing Coordinator (DLC) Designation Form to notify the Office of Technology Services (OTech), of any additions, changes or deletions to your agency's designated DLC.

BACKGROUND AND INFORMATION:

The Directory Services (DS) is responsible for updating the California On-line Telephone Directory (COLD) and for publishing the State Telephone Directory on a regular basis. The DS relies solely on the information provided by the various state agencies to update these directory listings. This information is also critical to the State Information Agents (formerly known as the State Telephone Operators).

To help maintain confidentiality of your data files, help ensure timely receipt of pertinent information regarding Directory listings, and to provide a regular point of contact, state agencies are required to complete a new DLC Designation Form each time there is a change of primary and/or secondary (backup) DLC, or if other information changes.

The DLC Designation Form is used to report changes, additions, or deletions to the DLC list information on an ongoing basis. To help maintain the integrity of the DLC list, a manager or supervisor is required to sign the DLC Designation Form.

HOW TO COMPLETE AND SUBMIT THE FORM:

1. Print the DLC Designation Form found on our website. ([DLC Designation Form](#))
2. Fill out required fields on the form. Please print clearly.

You may fax, email, or mail the completed form to Directory Services.

Fax to: Directory Services - 916-464-3675

Email to: DirectoryServices@state.ca.gov

Mail to: Office of Technology Services

Directory Services

P.O. Box 1810 Mail Stop SD

Rancho Cordova, CA 95741-1810

3. For assistance with the form, please call Directory Services at (916) 464-7547 or email at DirectoryServices@state.ca.gov.

The Division is working on improving the process of submitting the DLC designation form, with an ultimate goal to allow on-line submission of the form. We will update this site periodically in an effort to improve our service.